

## How to Search the Course Catalog



This process is used to view the online **Course Catalog**. Users can search by Subject Area and/or by Catalog Number to find a specific course or a group of courses.

- Step 1.** Log on to ISIS Self Service by entering your ISIS User ID and Password. Navigate to the **View Course Catalog** page.



**SA Self Service → Learning Management → Home → Learning Management → View Course Catalog**


The **Course Catalog Search – Search Criteria** page opens.

### Course Catalog Search

#### Search Criteria

Enter institution and subject. Catalog number is optional.

\*Institution:

\*Subject Area:  


Catalog Nbr:

\* Required Field


[Return to Learning Management](#)




**Note:** Institution and Subject Area are required. Institution may default based on the Faculty /Instructor's association with a particular UMass campus through the security assigned their ID and Password.




- Step 2.** Select the **Institution** of the Catalog you wish to search using the  dropdown box.
- Step 3.** Enter a **Subject Area** code.



**Note:** To find a valid **Subject Area** code Click .

This will bring you to the **Lookup Subject Area** page.  
To narrow the search, enter the Subject Area Code or part of the Subject Area or Description, i.e., M for Math, Management or Marketing. Click .

The **Search Results** page will display.

Lists of 100+ results display in sections. To move through the list of results use the  1-100 of 210   button.

Click the **Subject Area** link you want to view.

You will be returned to the **Catalog Search** page.



**Note:** Searching further with a Catalog Number is optional and to be used for single or sub set of courses in a subject at a certain course level.

**Step 4.** Enter a **Catalog Nbr** (Number). *Optional*

**Step 5.** Select **Exact Match** or **Wildcard Search**. *Optional*



**Note:** Catalog number searches can be based on an exact match or wildcard search of the Catalog Nbr (Number) entered.

### **EXACT MATCH**

If the **Exact** Catalog Number is known, enter it with **Exact Match** selected in the drop down field beside the Catalog Number field and the system will return that specific course if it is currently active.

### **WILDCARD SEARCH**

When searching for a group of courses or if only part of the Catalog Number is known, enter that and select **Wildcard Search** from the drop down field. A wildcard search will return all currently active courses that include your entry in the **Catalog Nbr** field.

There are two different wildcard conventions to use in searching for courses.

#### Wildcard Search Options:

1. % (Percent sign) Match one or more characters anywhere in the string.  
(‘2%’ will return courses with 2 somewhere in the number)
2. ‘\_’ (Underscore) Match any single character at a specific location in the string.

(‘2 \_\_ ’ will return courses that begin with a ‘2’ and have 3 digits total)

Step 6. Click .



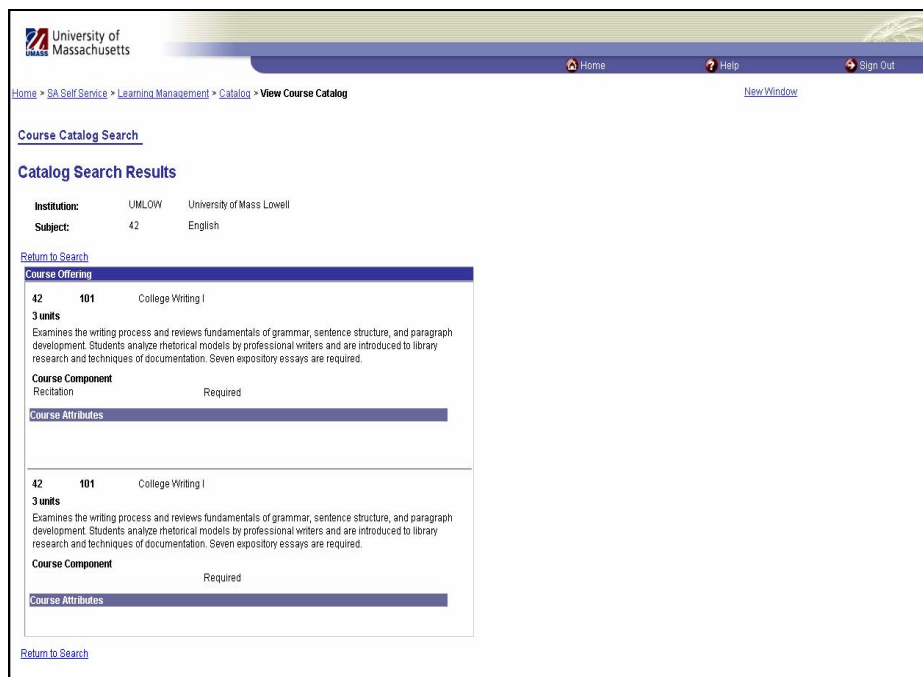
**Note:** A Catalog Search that specifies ONLY the **Subject Area** will return ALL courses in that subject. This will cause the system to 'process' for a long period of time and return more than 50 courses. Try to narrow searches wherever possible.



**Note:** The system may display a message that the search will display more than 50 courses. (Except when using Exact Match) Click  to return to the Search page to narrow your search criteria or click  to continue to results.

If more than 50 courses are returned, users will be asked if they want to continue or if they want to cancel and return to the search page narrow their search criteria.

The **Catalog Search Results** page opens.

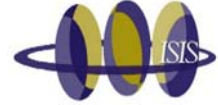


**Note:** All catalog entries that fit your search criteria will display. Courses are in Catalog Number order. Use the right side scroll bar to scroll through the list of Courses.



*University of Massachusetts*

*Boston \* Dartmouth \* Lowell*



**Note:** The Self Service Course Catalog only displays **current** course information. The ISIS Application stores **all** course information; current, historical and even future course curricula changes. Historical and future information is available only through the online system to University staff.

Updates and changes to the Course Catalog will continue to be submitted and processed through the current University approval process, using an updated form. Please contact your Registrars Office with any questions.



**Note:** Select the [Return to Search](#) link to look up other courses.

**End Procedure**



## HOW TO SEARCH THE COURSE CATALOG GLOSSARY

<b>Academic Organization:</b>	A structure to represent the ownership of Courses, Curriculums and Classes, usually an Academic Department.
<b>Catalog Nbr: (Number)</b>	The unique identifier that designates the course in the Course Catalog. Always paired with the Subject Area within a department listing. <i>Do not confuse the Catalog Nbr with the Class Nbr.</i>
<b>Course Component:</b>	Identifies the type of class being offered, i.e., Lab, Lecture, Seminar or Studio. Courses can contain multiple components such as lecture, discussion, and lab.
<b>Course Title:</b>	The Title of the course. This displays in the Catalog, Schedule of Classes and on the transcript, etc.
<b>Description: (Course Description)</b>	The description of the course offered by the Institution. It includes a description of the course content as well as misc/lab notes, pre/co requisites, and general notes. The description is listed in the course catalog.
<b>Exact Match:</b>	This is used when the <b>Exact</b> Catalog Number is known. When the exact number is entered with <b>Exact Match</b> selected in the drop down field beside the Catalog Number field and the system will return that specific course if it is currently active.
<b>Institution:</b>	The highest level of academic structure. Each Institution (UMass Boston UMBOS, UMass Dartmouth UMDAR, and UMass Lowell UMLow) offers different careers and programs and processes differently than other Institutions running on the same database. This value will usually default through security setup. <i>See also Academic Institution.</i>
<b>Subject: (Subject Area Code)</b>	The subject area of the course or the code used to represent a subject or area of instruction.
<b>Units:</b>	The unit or credit value for this course. Minimum or maximum credit limits are also shown.
<b>Wild Card Match:</b>	When searching for a group of courses or if only part of the Catalog Number is known, enter that and select <b>Wildcard Search</b> from the drop down field. A wildcard search will return all currently active courses that include your entry in the Catalog Number field.

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